

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)				3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No. <b>S00A101</b>			
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1--Non-Sensitive <input checked="" type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code		14. Agency Use			
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade			
a. Office of Personnel Management		Department of the Interior, FLERT Specialist <i>Darryl Miller</i>				GS		0025		12			
b. Department, Agency or Establishment		This PD has been approved as follows under 5 USC 8336(d) and 8412(d) <u>Firefighter</u> <input checked="" type="checkbox"/> <u>Law Enforcement</u>											
c. Second Level Review		Approval Date <u>February 27, 2004</u>											
d. First Level Review													
e. Recommended by Supervisor or Initiating Office		Park Ranger (LE/Refuge) or Supervisor											
16. Organizational Title of Position (if different from official title) Regional Chief, Refuge Law Enforcement						17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment Department of the Interior						c. Third Subdivision							
a. First Subdivision U.S. Fish and Wildlife Service						d. Fourth Subdivision							
b. Second Subdivision Regions						e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor Mitch Ellis Chief, Office Of Refuge Law Enforcement						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) James Kurth Deputy Chief, Regional Wildlife Refuge System							
Signature <i>Mitch Ellis</i> Date <u>11-5-03</u>						Signature <i>James Kurth</i> Date <u>11-6-03</u>							
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position GS-0025, dated 11/85; GS-023, dated 6/70.							
Typed Name and Title of Official Taking Action						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
Signature _____    Date _____													
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks FPL-GS-13. (SEE ATTACHMENT)													
25. Description of Major Duties and Responsibilities (See Attached)													

Approved for Servicewide Use *DEBRA SUMMERS 11/2/04*

**Regional Chief, Refuge Law Enforcement  
National Wildlife Refuge System  
GS-0025-12/13 Park Ranger (LE/Refuge) or Supervisor**

Statement of Difference for GS-12: The incumbent of this position performs the kind and range of duties outlined in the cited position description (copy attached). Incumbent works under closer supervision and guidance than is indicated in the cited position description; consequently, the position is allocated at a lower grade as a GS-12. With continued satisfactory performance as to the assigned duties and the attainment of the ability for promotion, the incumbent will be promoted to the full performance level of the position (GS-13).

## POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS <u>Arlington, VA</u>		2. NAME OF INCUMBENT <u>Vacant</u>	
3. ORGANIZATIONAL LOCATION _ AS SHOWN ON CURRENT DESCRIPTION; <input checked="" type="checkbox"/> AS HEREBY AMENDED			
11 a. <u>Dept. of the Interior</u> b. <u>U.S. Fish &amp; Wildlife Service</u> c. <u>National Wildlife Refuge System</u>		d. <u>Office of Refuge Law Enforcement</u> e. _____	
4. CSC TITLE AND BUREAU POSITION NO. <u>Park Ranger (LE/Refuges) or Supv. Park Ranger (LE/Refug)</u>		SCHEDULE <u>GS</u>	SERIES <u>0025</u>
		GRADE <u>12</u>	
_ SAME AS PRESENT; AMENDED FOR: _ CSC TITLE, _ POS. NO., _ SERIES, <input checked="" type="checkbox"/> GRADE _ OTHER			

  

CERTIFICATIONS	
5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED IN THIS AMENDMENT.  <div style="text-align: center;"> <u>mta sol 11/5/03</u>  <small>(Signature of Supervisor) (Date)</small> </div> Title <u>Chief, Office of Refuge Law Enforcement</u>	6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.  <div style="text-align: center;"> <u>[Signature] 11-6-03</u>  <small>(Signature of Official Exercising Classification Authority) (Date)</small> </div> Title <u>Deputy Chief, National Wildlife Refuge System</u>

7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR OTHER REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The incumbent of this position performs the kind and range of duties outlined in the cited position (copy attached). Incumbent works under closer supervision and guidance than is indicated in the cited position; consequently, the position is allocated one grade lower as 12. With continued satisfactory performance of assigned duties and the attainment of eligibility for promotion, from the standpoint of time-in-grade, the incumbent will be promoted to the higher grade FULL PERFORMANCE LEVEL and this position will be abolished.



U.S. DEPARTMENT OF THE INTERIOR  
Certification of Position Approval  
for Retirement  
Under 5 USC 8336(c) and 8412(d)

☒ Approved under the Civil Service Retirement System, 5 USC 8336(c)

☒ Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (Law Enforcement)

Bureau: Fish and Wildlife Service – Bureau-wide

Classification Title: Park Ranger (LE/Refuge) or Supervisory Park Ranger (LE/Refuge)

Organization Title: Regional Chief, Office of Law Enforcement

Position Number: S000A101 Series and Grade: GS-0025-12

RECOMMENDATION FOR COVERAGE REVIEW:

Secondary/Administrative Law Enforcement coverage is recommended under both CSRS and FERS.

This is an administrative position in an organization having a law enforcement mission. This position provides coordination and support for the regional law enforcement program. The incumbent provides expertise and advice to the regional management team regarding all NWRS law enforcement matters. The incumbent ensures consistent delivery of the law enforcement program at the regional level, including interpreting and applying government directives and policies related to law enforcement. The incumbent supervises the Refuge Law Enforcement Zone Officers within the region. Refuge Law Enforcement activities involve investigation; surveillance; interviewing witnesses; interrogating suspects; seizing contraband and equipment including vehicles, guns, and boats; security; and serving warrants; making arrests; developing evidence; writing detailed and legally sufficient reports; working directly with Service Criminal Investigators and attorneys presenting the government's case; testifying and conducting task force operations. The duties of this position are descriptive of and appropriate for titling the position as Park Ranger (LE/Refuge) or Supervisory Park Ranger (LE/Refuge). Both titles are appropriate for the supervisory responsibilities of the position, however, the supervisor, in coordination with the Human Resource Specialist, must identify the appropriate supervisory designation for their position. A Law Enforcement Commission is required, and the incumbent must meet physical fitness standards to maintain that commission. **This position is clearly in an established career path and experience as gained by substantial service in a primary law enforcement position in the Federal government or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE for the incumbents of this position.**

See Attached

Chief, National Wildlife Refuge System

Michael Gillmore, DOI Fire & Law Enforcement Retirement Team Leader

02/03/2004  
Date

**APPROVAL :** The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement **retroactive to classification date of 11/21/2003.** Approval is by DOI Secretary's Designee:

Deputy Assistant Secretary, Human Resources and Workforce Diversity

2/27/04  
Date